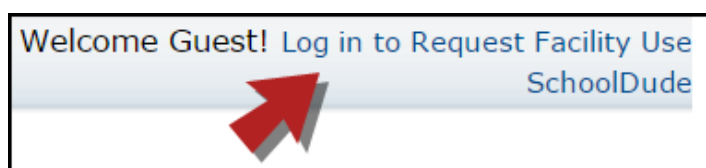




How to Login to Community Use

- Go to the PGCPS Community Use link:
<https://www.communityuse.com/default.asp?acctnum=450046976>
- At the top of the page, click on the **Login to Request Facility Use** link.
- If you have already registered, enter your login name and password into the fields and click **Log In**.



Community Use Tour

Below is an overview of each of the tabs available in your Community Use account:

Home

- Once you are logged in, the system will default you to the Home page where you can view the calendar.
- You can filter the calendar at the top of the page, by **Organization**, **Location**, and **Organization Type**. Additionally, you can search for a particular event **Description**. Click the **Filter** button to apply these filters to the calendar.

The screenshot shows the PGCPS Community Use Home page. At the top, there are navigation tabs: Home, Request Facility Use, My Requests, My Organizations, My Settings, Documents, and Help. Below the tabs is a search bar with a 'GO' button. The main content area features a 'Calendar Filter' section with a dropdown menu for 'View event titles starting with:' (0-9, A-Z, ALL). Below this are three filter fields: '---View All Organizations---' (set to 'Claire High School'), 'Filter Starting' (set to '2/28/2017'), and '---View All Organization Type---' (set to 'Description'). There are 'Filter' and 'View All' buttons. At the bottom, there is a 'Month Calendar' section with tabs for 'Month', 'Week', 'Day', and 'Event List'. The 'Month' tab is selected, showing a calendar for February 2017 with days of the week and dates.

February 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	Feb 1	2	3	4

- Once filtered, the facility events will show on the Month view calendar by default. You can change the calendar view to show Week, Day, or Event List.
- In order to see event details, click on the event title.

CommunityUse - Event [close](#)

Schedule ID # 1001
Book Club Meeting
Wednesday, February 8, 2017
4:00PM - 5:00PM

Description

Location 123 High School

Building Classroom

Room(s) Classroom 123

Organization Book Club

Last Updated 1/24/2017

Request Facility Use

This is where you will go to submit your facility requests.

My Requests

- This page will list your previously submitted requests as well as allow you to **View Invoices**.
- For online payments, you will see a **View Invoices & Pay Online** link that will allow you to make invoice payments online.
- You can filter requests by the same filters you see on the calendar, or sort them by any of the fields at the top of the list, such as **Schedule ID**, **Status**, or **Location**, by clicking on the gray square next to the sort name. **Note: If the schedule is still in the Submitted status, you will be able to access and edit the request by clicking on the **Title**. If the request is no longer in the Submitted status, you will need to contact the District or School to make changes.*

Schedule ID	Status	Location	Recurrence	Total Invoiced
Title	Schedule State	Room	Start Date	Total Paid
No Of Events	Organization		End Date	
	Declined Reason		Event Date(S)	
1179	Submitted	Claire High School	Non-recurring	View Invoices & Pay Online
CPR Training	Inactive	Cafeteria	3/6/2017	\$0.00
2	YMCA After School Program		2/28/2017	\$0.00

My Organizations

- On the My Organizations tab you can review the Organization(s) that you have been approved to submit requests for.
- Clicking the Organization Name will take you to the Organization Information page where you can verify the Address and other important information including Insurance Information. Please contact your Community Use Administrator if any of the information is inaccurate or out of date.
- If you need to request events for another organization click on the **Request Another Organization** link to submit a request to be added to that organization.

My Settings

The **My Settings** page is where you can update your personal contact information, reset your password, or turn your email notifications on or off. Be sure to click **Submit** to save any changes.

Documents

On the Documents tab, you can download any documents that Administrators have posted for community users to view.

Help

The **Help** page is where you will find any provided district or school contact information. Use this information if you have questions about your facility request.